

Chapter 26 Multiple User Accounts For Operating System Windows XP

It is most common for more than one person to use a computer. Windows XP has made this multiple use by different parties better organized and much more personal. A husband and wife may have totally different uses for their home computer. One or the other might also have a much greater knowledge of the computer. There may also be a privacy issue. Regardless of the issues, Windows XP will allow its users to operate the computer as if it were their own computer. . . not at the same time of course. When one person turns on the computer he or she may “log on” as an individual with the computer, its programs and files set up exclusively for that person.

If the computer when new is set up with no particular user accounts set up, you might see an account with the name "Owner" when you first log on. The owner account, with computer administrator privileges, is created during installation if no user accounts are set up at that time. You can rename this account with a user's name. Often a guest account is set up also. The “owner” is the administrator.

There are two types of user accounts: computer administrator and a limited or non-administrator. The guest account is a limited account and is available by default for users with no assigned account on the computer. All user accounts can be personalized for each person who is sharing the computer. You can choose your own account name, picture, and password, and choose other settings that will apply only to you. A user account gives you a personalized view of your own files, a list of favorite Web sites, and a list of recently visited Web pages. Also with a user account, documents you create or save are stored in your own My Documents folder, separate from the documents of others who also use the computer.

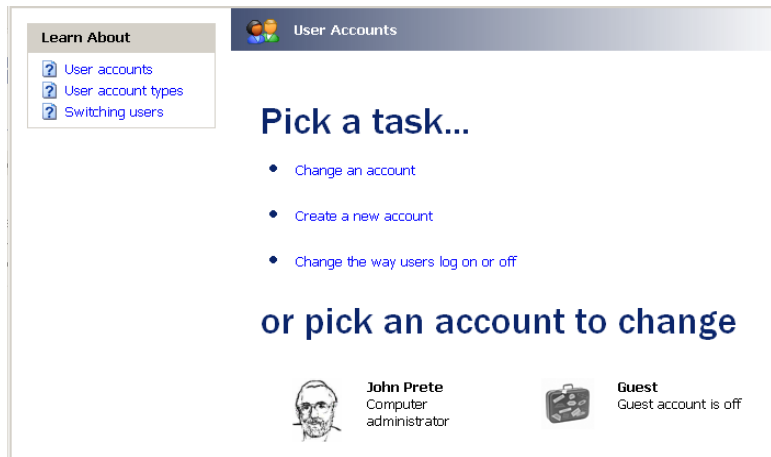
To help keep your files more secure and to help make sure they remain private, use a password, for your user account. You can still mark certain items as shared if you want other people to be able to access them. If you do not use a password for your user account, other people will have access to your account and be able to see all of your folders and files. If you have a user account and you change computer settings, such as the type, size, or the screen saver, those settings will apply only to your account.

As a user with a computer administrator designation, you can create, delete, and change all user accounts on the computer. You can create as many accounts on the computer as you want, and have full access to all accounts on the computer.

To add a new user to the computer:

You must have a computer administrator account in order to add a new user to the computer. The owner should be designated as the administrator. If you see an account named Owner, rename that account with a user's name. The Owner account, should be labeled with computer administrator privileges. It was created during installation if no user accounts were set up at that time.

- To open User Accounts, click **Start**, click **Control Panel**, From **Pick a Category** and then click **User Accounts**.
- Under **Pick a task**, click **Create a new account**.
- Type a name for the new user account, and click **Next**.
- The name you assign to the new account is the name that will appear on the Welcome screen and the **Start** menu.



- The first user you add to the computer must be assigned the computer administrator account.
- As a computer administrator, you can change your own account type to limited, but only if there is another user on the computer with a computer administrator account. The computer cannot be without an administrator.
- Remember that there are only two types of user accounts available on your computer: computer administrator and the limited or secondary user. The guest account is available by default for users with no assigned account on the computer.

The computer administrator account is intended for someone who can make systemwide changes to the computer, install software, and access all non-private files on the computer. Only a user with a computer administrator account has full access to other user accounts on the computer. A user with a computer administrator account:

- 1 Can create and delete user accounts on the computer.
- 2 Can change other users' account names, pictures, passwords, and account types.
- 3 Cannot change his or her own account type to limited unless there is at least one other user with a computer administrator account. This ensures that there is always at least one user with a computer administrator account on the computer.
- 4 Can manage his or her network passwords, create a reset password disk, and set up his or her account to use a .NET Passport.

The Limited Account

The limited account is intended for someone who should be prohibited from changing most computer settings and deleting important files. A user with a limited account:

- 1 Generally cannot install software or hardware, but can access programs that have already been installed on the computer.
- 2 Can change his or her account picture and can also create, change, or delete his or her password.
- 3 Cannot change his or her account name or account type. A user with a computer administrator account must make these kinds of changes.
- 4 Can manage his or her network passwords, create a reset password disk, and set up his or her account to use a .NET Passport.

Using a limited account might help prevent computer viruses from damaging your computer. . . and if you feel the secondary user has insufficient knowledge to install programs, change passwords, etc.

Guest Account

The guest account is intended for use by someone who has no user account on the computer. There is no password for the guest account, so the user can log on quickly to check e-mail or browse the Internet. A user logged on to the guest account:

- Cannot install software or hardware, but can access applications that have already been installed on the computer.
- Cannot change the guest account type.
- Can change the guest account picture.

Review of user accounts

As a user account, you can personalize your Windows XP operating system for each person who is sharing a computer. You can choose your own account name, picture, and password, and choose other settings that will apply only to you. A user account gives you a personalized view of your own files, a list of favorite Web sites, and a list of recently visited Web pages. With a user account, documents you create or save are stored in your own My Documents folder, separate from the documents of others who also use the computer.

To help keep your files more secure and to help make sure they remain private, use a password for your user account. You can still mark certain items as shared if you want other people to be able to access them. If you do not use a password for your user account, other people will have access to your account and be able to see all of your folders and files.

If you have a user account and you change computer settings, such as the type, size, or the screen saver, those settings will apply only to your account.

As a user with a **computer administrator** account, you can create, delete, and change all user accounts on the computer. You can create as many accounts on the computer as you want, and have full access to all accounts on the computer.

As a user you can make changes in your desktop from the Display in Control Panel to select a desktop theme, customize your desktop and modify display settings.

Select a theme to define the overall appearance of your desktop. A theme determines your background, screen saver, Window fonts, colors and three-dimensional effects in windows and dialog boxes, the look of icons and mouse pointers, and sounds. You can customize a theme by changing individual elements.

You can customize your desktop in other ways as well, such as adding Web content to your background or selecting icons that you want to display on the desktop.

You can also specify color settings, change your screen resolution, and set the refresh rate, for your monitor. If you are using multiple monitors, you can specify individual settings for each.